Philip Morris USA

MANAGING IN A PROJECT ENVIRONMENT

This brochure outlines the training available to help you master the concepts and skills of Project Management.

The training consists of a Core Program, which is described on the next page, and a series of elective Modules.

The Core Program is a pre-requisite to attending any elective Module. Attendance in a particular Module should be predicated on your -- and perhaps your boss' -- assessment of your skill-building needs.

Registration

To sign-up for a Core Program or a Module (or to inquire about doing the Core Program for your in-tact work group), call **Heather Rudes, New York office, extension 3646.**

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Managing in a Project Environment

1st Quarter 1995

Summary Calendar

	DATE	LOCATION
☞ **Core Program**	January 12 March 8 April 12 (9:00 a.m. - 4:00 p.m.)	New York New York Richmond
☞ **Elective Modules**		
1. Project Management Tools	February 6 March 1 (9:00am-5:00pm)	New York Richmond
2. Facilitating Effective Meetings	January 31 March 14 April 26 (9:00 a.m.-12:00 noon)	Richmond New York New York
3. Decision Making	March 1 April 11 (9:00 a.m. - 2:00 p.m.)	New York Richmond
4. Project Leadership Skills	March 17 April 20 (9:00 a.m. - 4:00 p.m.)	New York Richmond
5. Launching a Successful Project Team	February 28 March 22 (1:00 p.m. - 5:00 p.m.)	New York Richmond
6. Negotiation/Influence Skills	March 2 March 23 (9:00 a.m. - 4:00 p.m.)	New York Richmond
7. Conflict Management	March 3 March 24 (9:00 a.m. - 4:00 p.m.)	New York Richmond

Notes

- All Richmond-scheduled training is at the Hyatt Conference Center.
- All NY-scheduled training is at 100 Park Avenue, Room 10A.
- All class ending times are approximate.

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CORE PROGRAM

This one-day program provides a comprehensive overview of the many facets of managing in the PM USA project environment. Upon completion of the program, participants will be able to describe:

- the importance of project management at PM USA
- the key organizational roles in managing projects
- the key project activities in each phase of the project cycle
- some common project management tools and their application
- the complexity of planning and executing large-scale projects
- what additional skills training they need to better manage projects in the future.

While oriented to the project leader's role, the program provides critical insights into the complexities of managing in a project environment from a number of perspectives. It is, therefore, appropriate for:

- current and potential project leaders
- project team members
- managers of project leaders and team members
- "sponsors" of large-scale projects.

"Managing in a Project Environment" is not a skill-building program. Rather, it builds awareness and understanding of the broad topic. Specific skill-building modules are available for those who need to become more proficient in managing projects. (These available skill-building modules are listed on the following pages.)

☞ "Managing in a Project Environment", the core program, is a prerequisite for these skill-building programs.

Core Program Schedule	
Dates (9:00 a.m. - 4:00 p.m.)	**Location**
January 12	New York, 100 Park Ave., Room 10A
March 8	New York, 100 Park Ave., Room 10A
April 12	Richmond, Hyatt Conference Center

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